

Executive Committee Meeting
22 W. Washington Street,
Petersburg, VA, 23803
Phone: (804) 732-7053 Fax: (804) 732-6668;
Email: admin@craterworkforce.org

Executive Committee Meeting
June 19, 2018

Members Present:

Chris Johnson
G.W. Lyons
Amanda Wilson
Pam Allen
Bruce Sobczak

Staff Present:

Ryan Follett
Recie Small
Jerry Trovillion
Brandon Moore

Call to Order: 8:38 a.m.

Roll Call: Recie Small

Public Comment: No public comment

Agenda Approval:

- Amanda Wilson made a motion to approve agenda with the addition of item e. *“Update on Branding”*
 - Dr. George Lyons seconded the motion
 - No one opposed, all in favor, motion carried

Minutes Approval:

- Bruce Sobczak made a motion to approve the minutes with the correction stating Dale Temple as Training Provider chair
 - Pam Allen seconded the motion
 - No one opposed, all in favor, motion carried

Employer of Record Agreement Renewal by Ryan Follett:

- Crater Planning District Committee meets June 29, 2018 with their board to approve the new agreement between Crater Planning District Commission and the Crater Regional Workforce Development Board. The new agreement addresses the concerns noted by Virginia Community College System (VCCS) with the initial agreement by referencing the applicable law.

- An Employer of Record policy has been developed to address the determination of the employer of record for Crater Regional Workforce Development Board employees.
- Pam Allen made a motion to approve the new Employer of Record Policy.
 - Bruce Sobczak seconded the motion
 - No one opposed, all in favor, motion carried

Board Legal Representation Agreement by Ryan Follett:

- The current agreement between Jay Paul and Crater Regional Workforce Development board is set to expire the end of July 2018
- Ryan Follett made a recommendation to retain the legal services of Jay Paul for one year
- Jay Paul charges the board a discounted rate:
 - \$300 per hour, but charges the Board \$200
 - Paralegal services \$100 per hour, but charges the Board \$50
- Mr. Paul required a \$2000.00 retainer fee
- Bruce Sobczak made a motion to retain the services of Jay Paul and for Ryan Follett to enter into contract negotiations for a year.
 - Amanda Wilson seconded the motion moved
 - No one opposed, all in favor, motion carried

Sub-contractor Update by Ryan Follett:

- Youth Service Provider was awarded to Pathways of Virginia for a six-month emergency procurement contract. The contract with Pathways was executed on May 2, 2018.
- An RFP for a Youth Service Provider was released on May 30, 2018 and will close on June 29, 2018. The entity chosen will have a possible start date of November 1, 2018
- Pathways Virginia is the emergency Youth Service Provider currently and has accomplished:
 - Inherited 44 files, 11 of which, will have to be withdrawn due to incarceration, moved out of state, or no longer interested in the program
 - Found job placements for two in-school youths at Petersburg High, working with the City managers program
 - Five placements for the out-of-school youth and awaiting their job verification, but the youth are working
- One Stop Operator
 - The emergency contract for the One-Stop Operator has been awarded to SMN Square, Inc for one year. Shawn Nicholson has been named the manager on site for the company
 - The CRWDB plans to release a One-Stop Operator RFP early fall for the procurement of long term operator. This will eliminate the lapse in services
- Adult & Dislocated Worker Service Provider
 - The Adult & Dislocated Worker Service Provider emergency contract has been awarded to Job Assistance Centers, Inc from Shackleford, VA for one year. The Executive Director

will meet with Sherry Pearson of Job Assistance Center on June 22, 2018 to review and execute the contract

- The CRWDB plans to release an Adult & Dislocated Worker RFP in late fall for the procurement of an extended service provider. This will eliminate any lapse in service.

Increase ceiling on Individual Training Accounts by Recie Small

- Currently an individual enrolled in WIOA can access \$8,000 over a two-year period for training and supportive services to obtain a certification without a waiver being used. Recie Small made a recommendation to increase the amount from \$8,000 to \$10,500 as some training could exceed the \$8,000 threshold.
- This is an internal request as the Board regulates the ceiling. This information is provided only to service providers and not training providers.
- The CRWDB staff will develop a policy regarding the cap which shall be reviewed annually
- Childcare is included in the cost of a training provider
- WIOA funds are a last resort and a type of “fill-in-the-blanks” funding and an individual should seek Pell grants and other funds first.

Title I Monitoring Corrective Action Plan Update by Recie Small

- The Corrective Action Plan to the VCCS Monitoring Report was submitted on June 12, 2018. Additional documentation and information has been requested and submitted and will be submitted on June 21, 2018.

Informational Items

- Reduction in WIOA funding
 - The local area will receive a reduction in WIOA funding in the amount of \$68,000 from 2017 to 2018. Due to this reduction the Administrative funds will be spent more conservatively.
 - Due to the reduction the Administrative funds will be spent more conservatively. Unlike the program funds the administrative funds does not have a backlog in which extra monies roll over to the current program year.
- Amanda Wilson will be added to the CRWDB’s checking account as she is the new Secretary/Treasurer. Pam Allen will be removed from the account as she is no longer in that office.
- May financial report
 - Jerry Trovillion provide a financial report. He explained that program year 2016 funds will expire June 30, 2018
- Branding

- The state has set aside \$480,000 in funding for the rebranding of all 15 local areas to include signs and other things. The grant is not a competitive grant however each local area must provide the need for the monies to execute the necessary branding changes.
- Any funds spent prior to receiving the grant will result in disallowed cost and will not be reimbursed.
- The purpose of the rebranding is to draw physical traffic to the Center and on google analytics for the website. The official state launch day is sometime after Labor Day. The local branding relaunch is set for August 31, 2018.

Comments/suggestions

- The Executive Committee agreed that the remaining committee meetings for the year will be held from 8:30 a.m. -10:30 a.m. on the following dates.
- The CRWDB staff will develop a chart with the list of committees and their members as well as a brief synopsis of what each committee does.
- Onboarding for new members of committee
 - Committee member handbook
 - Duties & responsibilities
- A Synopsis of what the committee does on the website

Motion to adjourn meeting: 10:07 a.m.